

# Montana Traffic Education Master Teacher Application

This Master Teacher Application requires the following documentation:

1. An accompanying Narrative (addressing each of the items listed below)
2. Three Letters of Recommendation from the required individuals and phone numbers and addresses for three additional references
3. Effective Teacher Evaluation (see back of this form) completed by the person nominating and each of the individuals recommending the candidate.

<b>Candidate's Name:</b> _____ <b>Date:</b> _____		
<b>Candidate's Address:</b> _____ <b>School(s) Where Candidate Teaches Traffic Ed:</b> _____		
<b>Recommender's Name:</b> _____		<b>Telephone:</b> _____
<b>Recommender's Address:</b> _____		
<b>Recommender's Title:</b> _____		
<b>Additional References:</b>	<b>Name</b>	<b>Address</b>
<b>TE Teacher</b>		
<b>Current TE Student</b>		
<b>Former TE Student</b>		

APPLICATION CHECKLIST		Check
Obtain and attach a <b>Letter of Recommendation</b> and a completed <b>Effective Teacher Evaluation</b> (see back of this form) from each of the following:		
1. Traffic Education Supervisor, Principal, or Superintendent of school where candidate teaches		
2. Current or former traffic education student		
3. Traffic education teacher peer		
Include contact information for three additional student and teacher references above.		
<b>NARRATIVE</b>		
Prepare a narrative that describes how the candidate meets the following criteria. Refer to Master Teacher Program document for more complete criteria.		
<b>EDUCATION:</b>		
TE Minor; Advanced Driver Ed; Master's Degree or 60 semester credits beyond bachelor's		
<b>CREDENTIALS:</b>		
Valid Montana teacher license; Current TE Teacher Approval; Valid Driver License and Record		
<b>TEACHING EXPERIENCE:</b>		
Taught TE for minimum of 10 years or to a minimum of 500 students		
Participates in CDTP and uses current best curriculum, practices and technologies (describe)		
<b>MEMBERSHIP:</b>		
MTEA for previous seven years; Presently a member of ADTSEA or other national TE association		
<b>LEADERSHIP: (at least three of the following six areas):</b>		
MTEA board or committee member for five of the previous seven years		
Presented a workshop on three topics or at three state MTEA/OPI TE conferences		
Presented at a national driver education conference		
Published academic, research or white paper once nationally or twice in a state journal or newsletter (copies attached)		
Served as an elected officer of a national driver education association		
Presently teaches, or in the last three years has taught college level professional development classes or instructed at the Montana Advanced Driver Education program		

**For additional information about this application, contact David Huff, (406) 444-4432.**

**Submit application by January 15, 2005 to:** Traffic Education Master Teacher Committee  
Office of Public Instruction  
PO Box 202501  
Helena, MT 50620-250

# Effective Teacher Evaluation

<b>Candidate's Name:</b> _____	<b>Date:</b> _____
<b>Recommender's Name:</b> _____	<b>Telephone:</b> _____
<b>Recommender's Address:</b> _____	
<b>Recommender's Title:</b> _____	

**TABLE 1**  
**“Character” Identifier**

(Score Items: 1= no; 2=minimal; 3=average; 4=commendable; 5=outstanding; U = Unknown)

PERSONAL	Score	CLASSROOM	Score
<i>Humble</i> – Admits mistakes or errors when he/she makes them.		<i>Prepared</i> – Reviews lecture notes and examples to ensure they are current/correct.	
<i>Honest</i> – Always tells students the truth about the situation and explains actions with reasons.		<i>Organized</i> – Has course syllabi with grading method explained on first day of class.	
<i>Discipline</i> – Shows self-control and can be counted on to do the right thing in every situation.		<i>Consistent</i> – Teaches with no emotional outbreaks or unpredictable behavior patterns which intimidate students.	
<i>Compassionate</i> – Shows he/she really cares about the student personally/professionally.		<i>Work Ethic</i> – Spends time to thoroughly prepare classes and laboratories.	
<i>Integrity</i> – Always does what he/she says regardless of the consequences.		<i>Prompt</i> – Comes to class on time and does not run classes over allotted time.	
<i>Enthusiastic</i> – Obviously believes in what he/she is teaching to include “living” it.		<i>Flexible Attitude</i> – Open to new ideas, suggestions and insights from students.	
<i>Good Motive</i> – Best interest of students is always No. 1 priority.		<i>Interactive Dialogue</i> – Classes are a two-way, meaningful communications experience.	
<i>Committed</i> – Shows passion and zeal for teaching the subject material.		<i>Learning environment</i> – Encourages a casual and open setting vice a rigid/strict one.	

**TABLE II**  
**Demonstrating “Competence”**

(Score Items: 1= no; 2=minimal; 3=average; 4=commendable; 5=outstanding; U = unknown)

Item	Score
Possesses adequate academic and professional credentials.	
Has actual experience in the application of course material to real life situations.	
Has a definite command of the subject material exhibited in his/her confidence level.	
Offers examples from a variety of sources to support course content.	
Remains current in his/her field through active consulting and continuing education.	
Demonstrates excellent communications skills and understands the “art” of communicating.	
Handles students’ questions with ease and does not consider questions as threatening.	
Maintains vibrant relationships with academic and professional colleagues through attendance at and participation in various activities.	

**TABLE III**  
**Faculty/Student “Connections”**

(Score Items: 1= no; 2=minimal; 3=average; 4=commendable; 5=outstanding; U = unknown)

Items	Score	Items	Score
Learn student’s name and address them with it		Show excitement and enthusiasm for teaching	
Develop your listening skills/take class in it		Always encourage students	
Be available for formal/informal office hours		Talk at student’s level and seek feedback	
Trust that I have the ability and desire to learn		Remember students have hope and dreams	
Use humor and be humorous when possible		Actively engage students with questions	
Share stories of/about yourself as a student		Be positive and don’t criticize students	
Smile! – A great non-verbal that says a lot		Be an advisor to at least one student group	
Use some collaborative learning so students can get to know each other better		Discuss real life professional successes and failures and what you learned from them	
Academically advise some students for four years		Appeal to student’s sense of pride and worth	
Show respect and be courteous to students		Tell stories, fables and parables to get point(s) across to the students	

# **MONTANA TRAFFIC EDUCATION MASTER TEACHER RECOGNITION PROGRAM**

## **I. PURPOSE**

There are in the Montana traffic education community teachers who, through dedication, education, experience and leadership, have reached a level of mastery worthy of recognition. These are individuals who are recognized by their students, their peers, their school administration, and other traffic education leaders as exemplary teachers and leaders in the field of traffic education. This is a process to identify and recognize those traffic education teachers that possess the knowledge and skill that sets them apart as a Master Teacher.

This is not to be construed as an award or an academic credential. It is a process to identify teachers who have achieved a level of professional mastery worthy of recognition and, as such, the program has no limit upon the number who may or may not be recognized in any given year.

## **II. RECOGNITION CRITERIA**

### **Education**

- ☐ Has completed a minor or equivalent in traffic education (Montana State University Northern [MSUN] or equivalent).
- ☐ Has completed one semester credit in Advanced Driver Education (Lewistown Advanced Driver Education program or equivalent).
- ☐ Has completed a Master's degree (education or related), or 60 semester credits beyond a bachelor as recognized by the teacher's school of employment.

### **Credentials**

- ☐ Possesses a current Montana Educator License.
- ☐ Possesses a current Montana Traffic Education Teacher Approval.
- ☐ Possesses a driving record with no moving violations in the last 18 months, and no more than one moving violation in the last five years that results in three or less habitual offender points.

### **Teaching Experience**

- ☐ Has taught traffic education (classroom and behind-the-wheel) for a minimum of 10 years, or
- ☐ Has taught traffic education (classroom and behind-the-wheel) to a minimum of 500 students.
- ☐ Participates in the Cooperative Driver Testing Program.
- ☐ Uses current best curriculum, practices and technologies for teaching traffic education.

### **Membership**

- ☐ Has maintained membership in the Montana Traffic Education Association (MTEA) for the previous seven years.
- ☐ Is currently a member of the American Driver and Traffic Safety Education Association (ADTSEA) or other national driver/traffic education/training association.

### **Leadership**

- ☐ Has made professional contribution in at least three of the following six ways:
  - ☐ Has served on the MTEA board or committee in some capacity for five of the previous seven years.
  - ☐ Has presented a workshop on three different topics or at three state MTEA/OPI traffic education conferences.
  - ☐ Has presented at a national driver education conference.
  - ☐ Has had an academic, research, or white paper published in a national driver education professional journal, or twice in a state traffic education journal or newsletter.
  - ☐ Has served as an elected officer of a national driver education association.

- Is presently teaching or has in the last three years, taught traffic education professional development classes for a college or university or instructed at the Montana Advanced Driver Education program.

#### Recommendation for Master Teacher Recognition

- ❑ Is recommended by the traffic education program supervisor, principal or superintendent of the school where he/she teaches.
- ❑ Is recommended by current and former traffic education students
- ❑ Is recommended by traffic education teacher peers in the state of Montana.

Three recommendations shall consist of a letter recommending the individual to be recognized as a master teacher and completion of Effective Teacher Evaluation, which addresses the Character, Competence, and Connection attributes of effective teachers as identified by Robert Martinazzi and Jerry Samples [(2000). *Characteristics and traits of an effective professor*. ASEE/IEEE Frontiers in Education Conference. Kansas City, MO.] (Attachment 1). Include three additional references with address and telephone contact information.

### III. APPLICATION PROCESS

Applications for recognition of Traffic Education Master Teacher may be submitted by the individual seeking recognition, by the teacher's school administrator, by another traffic educator, or by a former student. Applications shall include:

- ✓ a narrative completed by the nominator describing the candidate's qualifications, including verification (use criteria in Section II as the format in the narrative);
- ✓ three signed letters of recommendation with a completed Effective Teacher Evaluation; and
- ✓ three additional references with address and telephone contact information.

The Office of Public Instruction will accept completed applications for Traffic Education Master Teacher recognition during the last quarter of each calendar year (October 1 – December 31). Address applications to:

Traffic Education Master Teacher Committee  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

### IV. REVIEW AND RECOGNITION

A Master Teacher review committee shall consist of the MTEA President, OPI Traffic Education Director, Department of Justice Motor Vehicle Division Field Operations Bureau Chief and MSUN Traffic Education Representative. One (1) of any of the recognition criteria may be waived by a unanimous approval of the selection committee. Waivers are to be reserved for genuinely deserving individuals in truly unique situations.

Traffic Education Master Teacher recognition shall be made upon recommendation of the Master Teacher committee and approval of the MTEA Executive Board. Traffic Education Master Teachers shall be announced at the annual MTEA/OPI traffic education conference.